CHANGE NO. 4
DoD 4100.39-M

CH 4
DoD 4100.39-M Vol-3
Volume 3   CHG-4

Change to A293 100

DLSC-VPH
1 January 1996

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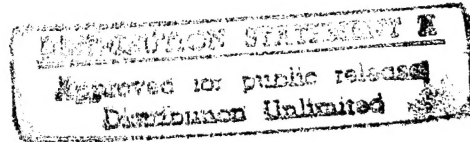
FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

Volume 3. Change 4.

I.   Volume 3, DoD 4100.39-M, 1 January 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

	REMOVE OLD	**INSERT NEW**
Glossary	iii and iv, xiii thru xvi	iii and iv, xiii thru xvi
Chapter 2	3.2-9 and 3.2-10, 3.2-13 thru 3.2-17	3.2-9 and 3.2-10, 3.2-13 thru 3.2-17
Chapter 3	3.3-3 thru 3.3-12	3.3-3 thru 3.3-12
Appendix 3-3-B	69 thru 72	69 thru 72
Appendix 3-3-D	1 and 2	1 and 2
Chapter 4	3.4-1 and 3.4-2	3.4-1 and 3.4-2

II. SIGNIFICANT CHANGES

A.   The page changes are effective upon receipt.

B.   Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

19960415 084

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DTIC QUALITY INSPECTED 1

III.   This change sheet will be filed in front of Volume 3 for reference purposes after changes have been made.

DISTRIBUTION: Defense Logistics Agency: 41, 42

Army: To be distributed in accordance with Special Distribution List.

Navy: To be distributed in accordance with Special Distribution List maintained at NPFC.

>   Stocked:
>   Commanding Officer
>   Naval Publications and Forms Center
>   5801 Tabor Avenue
>   Philadelphia, PA 19120

Air Force: Distribution "X"

GLOSSARY
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	ANSI	American National Standards Institute, Inc.	2,3,7
ACN	Advance Change Notice, FLIS	1,2	APSN	Association Package Sequence Number	
ADC	Air Dimension Code	15	AQL	Acceptable Quality Level	2,14
ADP	Automatic Data Processing	1,3,4,7	AR	Army Regulation	2,6,13
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	ARC	Accounting Requirements Code	15
ADPP	Automatic Data Processing Point	15	ASCII	American National Standard Code for Information Interchange	2
ADPS	Automatic Data Processing System	1	ASD	Assistant Secretary of Defense	
AEDA	Ammunition Explosive, and Other Dangerous Articles	10	ASPR	Armed Services Procurement Regulation	7
AFFC	Air Force Fund Code		CAC	Civil Agency Catalog	15
AFLC	Air Force Logistics Command	6,13	CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
AFM	Air Force Manual	6,13	CAO	Contract Administration Office	1,15
AIN	Approved Item Name	3,4,6			
AINRP	Approved Item Name Reclassification Program	6	CB	Change Bulletin	15
			CCAL	Certified Contractor Access List	15
AMC	Acquisition Method Code	6,14	CDA	Catalog Data Activity	6
AMSC	Acquisition Method Suffix Code	6,14			

		Volume(s)			Volume(s)
CIC	Card Identification Code, Item Management Coding Content Indicator Code Continuation Indicator Code	4,6,14 2 2	DEMIL	Demilitarization	4,15
			DESC	Defense Electronics Supply Center	2,14
			DFSC	Defense Fuel Supply Center	2,14
CIMM	Commodity Integrated Materiel Manager	1,2,5, 6,13,14	DGSC	Defense General Supply Center	2,14
CIT	Consumable Item Transfer	6	DHCO	Departmental Headquarters Catalog Office	2,14
CMD	Catalog Management Data	1,2,4,5, 6,7,14,15	DIA	Defense Intelligence Agency	13
COM-RI	Communications Routing Identifier	2,6	DIC	Document Identifier Code	1,2,4,6,7, 13,14,15
CSS	Cataloging Statistical Series	2,14	DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
DA	Description Available	15	DISC	Defense Industrial Supply Center	2,14
DAAS	Defense Automatic Addressing System	1,2,6	DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15
DAASO	Defense Automatic Addressing System Office	1,2,4, 5,6,14	DLAH	Defense Logistics Agency Handbook	
DAC	Document Availability Code	4	DLAR	Defense Logistics Agency Regulation	6,13
DCN	Document Control Number	1,4	DLSC	Defense Logistics Services Center	All
DCSC	Defense Construction Supply Center	2,14	DM	Descriptive Method (Item Identification)	2,14
DCSN	Document Control Serial Number	6	DNA	Defense Nuclear Agency	2,4,6,13,14
DD Form	Department of Defense Form	1,2,3, 4,5,7,15	DNACA	Defense Nuclear Agency Cataloging Activity	4

Volume(s)

Category B Single Submitter. Where management and cataloging responsibility is established on a by item basis within a given FSC class, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes add, delete, or change MOE Rule data; changes in item status codes; add or delete references, etc.; but excludes original and reinstatement item identifications and proposed new or revised cataloging tools.   2

Central Catalog File. See FLIS Data Bank.   2,4

Change Bulletin. Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".   15

Change Coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.   6

Change Indicator. See DRN 0122, volume 12.

Characteristics Reply. The total reply to a FIIG requirement in MILSTICCS format. It consists of the primary address code and may consist of a secondary indicator code, along with a secondary address code (if *applicable*), or it may consist of a double dollar symbol ($$) to identify the AND condition or a single dollar symbol ($) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.   3,4

Characteristics Search. An interrogation of the FLIS data base to locate existing items of supply. The input contains specific item characteristics. Criteria is applied in the processing to select items which are similar or may be substituted for another item of supply. Items may or may not meet the requirements of interchangeability or substitutability. Characteristic Search is used primarily for standardization studies, item reduction studies, design improvements or to find substitutes for a primary item.

CIMM Assignment on a By-Item Basis. For items of supply classified in those FSC classes included in the CIMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.   1,2,6

Volume(s)

Codification Project Code. A two-character alphabetic code assigned by the Defense   4
Logistics Services Center (DLSC) to identify catalog data related to a codification
project for NATO or other foreign countries.

Collaborating Activity. An activity designated by a Military Service or participating   2,4
agency to review proposed item logistics changes.

Collaborator Code. See DRN 2533, volume 12.   2,13

Commercial and Government Entity Code (CAGE). Any reference number entered
into the Federal Catalog System will have a CAGE Code assigned to it prior to entering
the central catalog file. The CAGE Code is a five character data element assigned to
establishments which are manufacturers or have design control of items of supply
procured by the Federal Government. The first and last positions of a CAGE Code will
be numeric. Under certain conditions revision actions shall be initiated by DLSC: When
a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer;
or when DLSC cannot determine, without collaboration, which items formerly
manufactured by a defunct organization are now manufactured by the acquiring
organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited
above, recorded cataloging activities shall initiate appropriate action to update the
central catalog file. DLSC will not cancel a CAGE Code until all numbers of that
manufacturer have been withdrawn.

Commodity Integrated Materiel Manager (CIMM). The activity/agency designated   1,2,5,6,
to exercise integrated materiel management for a commodity oriented Federal Supply   13,14
Classification group/class, commodity, or item on a DoD and/or Civil Agency basis.

Commodity Materiel Management Category Code - DoD. See DRN 2611, volume
12.

Compiler. A term used to denote the activity responsible for the preparation and
maintenance of a catalog.

Concept Change. A concept change is determined to exist when the identification   4
characteristics expressed by the proposed revision of a Federal item identification differ
in content from those expressed by the Federal item identification, and both item
identifications represent possible items of supply.

Volume(s)

Condition Codes. A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Consumable Item Transfer (CIT). A special project transferring consumable items now managed by military services to DLA or GSA.   6

Content Indicator Code. The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.   2

Continuation Indicator Code (CIC). See DRN 8555, volume 12.   1,4

Contract Administration Office Code (CAO). See DRN 8870, volume 12.   1,15

Controlled Inventory Item Code (CIIC). See DRN 2863, Volume 12.   15

Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.   3

Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.

Criticality Code. See DRN 3843, volume 12.   1,4,5,15

Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).   4,5

Data Changes. All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.   2,4,6

Volume(s)

Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).

1

Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).

1,4,5,6,
7,15

Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.

1

Data Element Terminator Code. See DRN 8268, volume 12.

1,4

Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).

2

Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.

Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.

3

Data Record Number (DRN). See DRN 0950, volume 12.

1,2,4,5,6,7,15

Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.

Deletion Reason Code. See DRN 4540, volume 12.

6,14

Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.

4,15

Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.

Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function.

6

Examples: TRUCK, FIRE FIGHTING
            TRAILER, DUMP

(b) If the equipment contains mounted special equipment or apparatus necessary to perform a specific function, reflect this broad type of transport with one of the modifiers for mobile units.

Examples: BAKERY PLANT, TRAILER
              MOUNTED
            TEXTILE REPAIR SHOP,
              SEMITRAILER MOUNTED
            DECONTAMINATING
              APPARATUS, POWER
              DRIVEN, TRUCK MOUNTED

EXCEPTION: Mobile units in which the specific function is the governing characteristic of the design.

Examples: TRUCK, FIREFIGHTING
            TRAILER, DUMP

(c) When the equipment design function requires some form of mobility, either vehicular mounted or self-propelled, one of the modifiers shall reflect the broad type of transport for which mounted or the source of mobility (prime mover) data.

Examples: SCRUBBING MACHINE,
            PAVEMENT, TRUCK
            MOUNTED
            CLEANER, VACUUM, SELF-
            PROPELLED

A term such as SEMITRAILER MOUNTED, TRACTOR MOUNTED, TRUCK MOUNTED, etc., when used as a modifier in the item name for a mobile unit, shall indicate that when the equipment is removed from the mounting, there remains a complete semitrailer, tractor, trailer, truck, or chassis thereof. The term SELF-PROPELLED shall indicate

that the source of mobility (prime mover) is (1) a designed part of the equipment, or (2) a conventional vehicle modified to the extent that the designed purpose of the vehicle is destroyed when it is used as a source of mobility for the equipment.

(d) When the equipment designe is for a specific transport mounting but the transport is not a part of the item of supply, the name may reflect the type of transport.

Example: SHOP EQUIPMENT,
           WELDING, TRUCK
           MOUNTED

(e) Do not reflect the broad type of transport in an item name for equipment such as pumps, compressors, or generator sets, which are not normally mobile but which may be mounted on some form of vehicle. Reflect this type of mounting in the appropriate FIIG.

b. Delimitations.

(1) Types of Delimitations. A delimitation shall be accomplished by one or a combination of the following methods, depending upon the degree of demarcation necessary for uniqueness in the basic concept name or item name as described in this subsection:

Definition
Exclusion of related name
Inclusion of synonymous names
Restriction of use
Cross-referencing to related names

(a) Delimitation by Definition. Develop a single definition for each basic concept name and item name except for the following: (1) a subsistence, drug, or chemical (basic, not application) item when the name appears in an official standard recognized industry-wide or the name completely

defines the item; (2) a technical term contained in an official standard or technical manual recognized industry-wide; or (3) an item name consisting of a basic concept modified by subsistence, drug, chemical, or technical terms as specified in exemptions (1) or (2) above.

(1) Each definition shall clearly explain the characteristics involved in the item concept to which it applies and shall serve to distinguish the item concept from other similar or closely related concepts.

(2) When an item name includes a basic concept name, define the item in terms of the basic concept name. A basic concept name is one that delimits and identifies a particular meaning for that name when other meanings are possible or known, such as Lens. There are camera lenses, flashlight lenses, ophthalmic lenses, and optical lenses. Defined and number the basic concepts.

Example: Resistor

1. (Electrical) A device, the primary purpose of which is to introduce opposition to the flow of current in an electrical circuit.

Acceptable	Nonacceptable
RESISTOR (1), VARIABLE, NON-WIRE WOUND, NONPRECISION	RESISTOR, VARIABLE, NON WIRE WOUND
A resistor in which a sliding or rolling contact moves over an exposed area of the resistive element to change the ohmic value of the output.	An item having electrical resistance whose primary purpose is to limit the flow of current in either direction in an electrical circuit, designed

The functional tolerance (linerity), is given, *if* the output is greater than plus or minus 1 percent on liner outputs. Specified outputs such as sine, cosine, tangent, etc., shall be considered to be precision. For items having manually positioned taps designed to be set and fixed prior to use, see RESISTOR, ADJUSTABLE. For items with step by step variation see RHEOSTAT and RESISTOR, STEP BY STEP. For tandem mounted items designed to function together as an attentuator (and rated accordingly), see ATTENUATOR(1), VARIABLE. Excludes RESISTOR (1), VARIABLE, WIRE WOUND, NONPRECISION; RESISTOR (1), VARIABLE, NON-WIRE WOUND, PRECISION: and RESISTOR (1), VARIABLE, WIRE WOUND, PRECISION. to allow a nominally continuous variation in the ohmic value of the resistive element.

(3) When an item name does not include a basic concept name, do not define the item name in terms of the basic name.

Example: When PLATE is undefined.

(a) To separate a modifier from a basic name or from a preceding modifier:

Examples: CAMERA, MOTION PICTURE
             SAW, HAND, CROSSCUT

(b) When an item name contains three or more principal components.

Examples: ASPIRIN, PHENACETIN, AND
             CAFFEIN TABLETS
             BENZOCAINE, SODIUM
             BORATE, AND METHOL
             TABLETS

EXCEPTION: When an item name includes a preposition such as WITH in the item name.

Examples: BEEFSTEAK AND POTATOES
             WITH GRAVY, CANNED
             BEEF AND MACARONI WITH
             CHEESE SAUCE, CANNED

(5) Use of Parentheses in an Approved Item Name. Do not use parentheses to enclose any portion of an Approved Item Name except in certain drugs and chemicals.

Example: N-(1-NAPTHYL)-
             ETHYLENEDIAMINE
             DIHYDROCHLOR-
             IDE, ANALYZED REAGENT

d. Non-Approved Item Names (NAINs). When no appropriate AIN exists for an item, the designated name is a Non-Approved Item Name (See 3.2.2c). INC 77777 represents NAINs. The name may be a part name given by a manufacturer, but its structure shall conform to the guidelines used in the development of Approved Item Names (see 3.2.4.a and 3.2.4c) except as noted below:

(1) Use of Punctuation. Do not put a space after any comma in a NAIN. Use the period only before or between numeric characters.

(2) Duplication of Part Names. Sometimes we use two or more part names to express one item concept because we base the reference method of item identification upon the manufacturer's code and part number and not upon the name of the item. Take the following steps to delete duplications and to establish a single item name for each different item concept.

(a) An activity may select one of the names, or develop a more descriptive name.

(b) By mutual agreement, two or more Government activities may select one name which represents an item in each of their supply systems.

e. Colloquial Names. (See 3.2.2d) You may submit alternate or common usage names as well as cancelled AINs as colloquial names. Colloquial name structure may or may not follow format guidelines for Approved Item Names. Form these in the manner best designed to assist in AIN selection. Usually colloquial names do not reflect the inverted sequence of the referenced AIN.

(1) You may submit colloquial Names as part of an Item Identification (II) by using MRC CLQL (administrative MRC covered in General Information of the FIIG) or the formalized DD Form 180. (See Appendix 3-2-B).

(a) No II colloquial submittal is automatically entered in the FLIS data base. DLSC validates the submittal manually prior to entering it into the Cataloging Handbook H6.

(b) DLSC will forward approved colloquial submittals to the submitting activity with the effective date. Return disapproved colloquial submittals

to the submitting activity with justification comments.

(2) DLSC publishes Colloquial Names submitted and approved in the Alphabetic Index of Names, Section A, Cataloging Handbook H6, of the Federal Item Name Directory for Supply Cataloging, in lower-case letters and reference them to at least one Approved Item Name. DLSC does not index them directly to a Federal Item Identification Guide nor duplicate existing entries, such as AINs, a basic name or another colloquial.

Acceptable	Nonacceptable
baker's cap	CAP, FOOD HAN-DLER'S
See CAP, FOOD HANDLER'S	See FIIG A217A

(3) Reference a colloquial name that is applicable to more than one Approved Item Name to a basic name followed by the phrase "as modified" in parentheses, or to each of the Approved Item Names listed successively, separated by semi-colons.

(4) A colloquial name shall not reference its next higher assembly i.e., a part which references its end item.

Example: indicator, polarity -- See TEST
                    SET SUBASSEMBLY

(5) Do not reference a colloquial name to an unrelated item of supply.

Example: circuit breaker -- See CIRCUIT
                    CARD ASSEMBLY

(6) A colloquial name shall not be too broad or too generalized so as to interpret it as applying to almost any AIN.

Example: meter, modified -- See WATT-
                    METER.

3.2.5 Item Name Submittal. Submit all proposed additions, revisions, and cancellations on the Names Transmittal Form DD Form 180, Remote Accelerated Prototype Item Identification Data Network (**RAPIDNET**) or Fascimile (FAX) affecting item names (see Appendix 3-2-A). Forward to DLSC, ATTN: DLSC-SCB. Proposals submitted by NATO, electronically or by telephone in accordance with Accelerated Name Assignment Procedures outlined below will include all the information required by the DD Form 180. DLSC will prepared a permanent record using the form. All proposed name actions will include a written justification which supports the request technically and procedurally.

a. Completion of the DD Form 180.

(1) DATE: Type in the current date.

(2) SUBMITTING ACTIVITY: Enter the two position Activity Code (see Volume 10, Table 104).

(3) FIIG: **Enter** the Federal Item Identification Guide number applicable to the proposed name action. (e.g., A217A, A022B, or T093-A). List only one FIIG for each DD Form 180.

(4) NAME AND DELIMITATIONS: **Enter** the name(s), delimitations, colloquials, and any FIIG requirements incorporated in or affected by the proposal following the format outlined below. Include the name, office symbol and telephone number of the submitter. Include the justification in this portion of the DD Form 180.

(a) List names in alphabetic sequence followed by any applicable colloquial names. (See 3.2.4e)

(b) Align names two typed spaces from the left imprinted margin. Align delimitations in box

form seven typed spaces from the left imprinted margin.

(c) Double line-spacing will separate all names. Use single line-spacing between a name and its delimitation and within the body of the delimitation.

(d) Capitalization shall follow procedures explained in section 3.2.4 above to distinguish between Basic Names, Approved Item Names, and Colloquial Names.

(e) Label individual name actions within each proposal "ADD;", "REVISE DEFINITION;", "CANCEL;", "REPLACED BY;", or other notation to identify the action. (See Appendix 3-2-C thru 3-2-I.)

(f) Organize proposals that include both add and cancel actions so that all cancellations follow the additions.

(5) APPLICABILITY KEY: Enter the letter(s) indicating the FIIG Applicability Key on the same line as the name to which it applies. Utilize Applicability Key "A" for all name requests pertaining to FIIG A238 and FIIG A239. For new concept FIIGs enter N/A (not applicable).

(6) FSC NUMBER: Enter the four-digit Federal Supply Class on the same line as the name for which it is recommended. Beneath this number enter in parentheses the appropriate Condition Code. List specified FSCs for Condition Code 2 with an FSC Modifier (in lower case) on the same line. List all modifiers for Condition Code 2 FSCs regardless of action. List the FSCs in numeric order, (See Appendix 3-4-A thru B.)

(7) TAILORED CHARACTERISTICS: The five DLA Centers participating in the Tailored Characteristics program, DCSC, DESC, DGSC, DISC *and* DPSC (Medical), must include the MRCs, in desired output order, for inclusion into the Tailored Characteristics Table. When no output required, enter "No Tailored Data Required."

(8) Page Notation. Use additional copies of the DD Form 180 as continuation forms when required to complete the listing of all name proposals applicable to a FIIG. Number all forms (e.g., PAGE 1 OF 5 PAGES) at the bottom of the form.

b. Accelerated Name Assignment Procedure (ANAP). This procedure is for NATO USE ONLY and developed to expedite the assignment of new Approved Item Names to facilitate NSN assignment. DLSC will coordinate names processed via ANAP with the FIIG Initiator and FSC Manager. (Drugs, medical, and subsistence items are exempt from ANAP.)

(1) Processing Criteria.

(a) The proposal must be a request for a new item name.

(b) The proposed name must use an existing FIIG Applicability Key.

(c) The proposal must not require change of the FIIG document, other than addition of the name itself (e.g., no new MRCs or reply codes).

(d) A delimitation must be *included* in accordance with paragraph 3.2.4.b.

(2) Methods for Transmittal. All proposals must include the information required for completion of the DD Form 180 outlined in 3.2.5.a. above plus the CAGE Code (DRN 9250) and Logistics Reference Number (DRN 3570).

(a) DLSC will process proposals forwarded to DLSC-SCB via mail that meet the criteria for ANAP within eight working days from receipt of request to

the response to the submitter. Format is the same as described in 3.2.5.a.

(b) Telephone submittals should use DSN 932-4325, FTS 552-4325, or commercial Area Code (616) 961-4325.

(c) Address Electronically Transmitted Messages (ETM) to DLSC, Battle Creek, MI., ATTN: DLSC-SCB.

(d) Address FAX messages to DLSC-SCB, at DSN 932-4352, FTS 552-4352, or commercial Area Code (616) 961-4352.

c. 5-Day Name Assignment. Established for U. S. Activities using FIIGs A238 or A239 only.

(1) Processing Criteria.

(a) The proposal must be a request for a new item name.

(b) Originator must coordinate, resolve differences and document all actions prior to submission to DLSC. The submittal must show, on the proposal, the FIIG Initiator, FSC Manager and phone number and name of person concurring, if different than submitting activity.

(c) The proposal must be a request within an existing FSC.

(d) The proposal must not require change of the FIIG document, other than addition of the name itself (e.g., no new MRCs or reply codes).

(2) Methods for Transmittal. All proposals must include the information required for completion of the DD Form 180 outlined in 3.2.5.a. above. *They may be submitted through the Item Names Bulletin Board at 1-800-841-4431 or via FAX at either DSN 932-4352, FTS 552-4352 or commercial area code (616)-961-4352.*

3.2.6 Item Name Coordination.

a. Submitting activities will coordinate new names with FSC Manager(s) and FIIG Initiator prior to submittal to DLSC. Upon receipt of the new name proposal, DLSC will review the submittal for compliance with procedures, format, and possible duplication and assign the Item Name Code (INC). When required, DLSC will coordinate the revised name proposal with those services, agencies, and users affected by the change(s) to solicit concurrence or nonconcurrence and comments.

(1) Normally a proposed action to a revised name having more than (15) fifteen users shall require a C/C Distribution letter to notify all activities participating in the Federal Catalog System. We require a response within a 30-day timeframe.

(2) Normally when fifteen (15) or fewer activities have an interest in a revised name proposal, DLSC will coordinate the action with only those activities. We require a Response to a coordination letter, normally within 30 days.

(3) DLSC will coordinate proposals concerning drugs and medical items with at least the Defense Personnel Support Center (DPSC) and the Veterans Administration (VA) and coordinate proposals concerning subsistence items with at least the VA, DPSC and the United States Department of Agriculture (USDA).

(4) DLSC will coordinate name proposals with NATO and other countries when a restriction occurs. We require a response within a 45-day timeframe (e.g., going from a Condition Code 2 to a Condition Code 1).

b. DLSC processes Item Names within a 5-180 day timeframe which may include collaboration/coordination reconciliation, edit update, system changes and publications.

3.2.7 Item Name Approval/Disapproval. The approval of a proposed name action depends upon acceptance by DLSC and the results of any coordination effort. DLSC views justifiable nonconcurrence on a proposal as a reason for disapproval.

a. Item Name Code (INC) Assignment.

(1) Upon approval, DLSC assigns Item Names a five-position numeric Item Name Code (INC).

(2) DLSC references these INCs by numeric code to the AIN, FIIG, and FSC(s) in the Numeric Index of Item Names, Section B of the Federal Item Name Directory (Cataloging Handbook H6).

b. Notification of Approval/Disapproval. DLSC will forward approved proposals for the addition of a new item name to the submitter with the INC and its effective date and return disapproved proposals to the submitter with justification comments. If unable to resolve the nonconcurrence, DLSC forwards the complete package to HQ DLA for resolution.

c. DLSC designates names for use only by NATO/foreign countries as "All Except USA", enclosed within parentheses, as the first part of the name definition.

d. For U. S. Activities: Names that are no longer required for U. S. use may either contain a CANCEL/REPLACE action with the cancelled name becoming "All Except USA" (AEUSA) or just making the CANCELLED name AEUSA.

e. Publications.
DLSC updates the FLIS files used to support publication of name related data as required to incorporate approved name actions. Documents affected by name changes include:

(1) Federal Item Name Directory (FIND) for Supply Cataloging, Handbook H6-A and H6-B.

(2) Federal Supply Classification, Handbook H2-1 and H2-2.

(3) H2/H6 Advance Notice (used to present cumulative changes to the above handbooks between printings).

(4) Federal Item Identification Guides.

posed FSC. Coordinate with the FSC Manager of FIIGs developed/proposed by other than IMM for the FSC. Forward proper documentation reflecting this coordination to DLSC concurrent with the preparer's request for FIIG publication. For incorrect FSC management, the receiving IMM is responsible for forwarding to the appropriate IMM with notification to the originator. When an originator cannot determine the responsible IMM, send the proposal to DLSC-SC so stating. Identify IMMs in Appendix 3-3-D or DoD 4100.39-M, Volume 13, Chapter 2, Appendix 13-2-A, Standard FSC Table.

(5) Forward requests for maintenance to FIIGs developed by a NATO country (other than the U.S.; identified on cover) to DLSC-SCB for collaboration with the FIIG initiating activity.

(6) Until implementation of a bulletin board to provide visibility of name development, the following will apply:

(a) Each developing activity will notify all other activities of their names scheduled for development of New Concept FIIGs.

(b) The list will include the name/definition, FSC, proposed date of development, and name/number of point of contact.

(c) Forward the list to the appropriate initiators found in Appendix 3-3-D. All responses to the initiator will receive the same distribution.

(d) DLSC will advise NATO/foreign countries.

(7) Naming Authority. The naming authority will remain at DLSC for control purposes. In those cases where conflicts arise concerning technical content, the initiating activity (IMM FSC Manager) having commodity expertise will be responsible for the technical content of the item name and/or defi-

nition. For unresolved conflicts between the DSC and S/As, refer the item name to DLSC for reconciliation.

(8) Transfer of Names. The IMM may decide which item names to transfer to the applicable New Concept FIIG. "All Except USA" item names will be identified with a crosshatch (#) in the Index of Approved Item Names. Once DLSC establishes a New Concept FIIG it is the IMM's responsibility to consider all future name transfer requests to or from the New Concept FIIG. DLSC will monitor these transfers to insure that sufficient justification warrants the action. DLSC will determine if it is necessary to coordinate with the user(s).

g. New Concept FIIGs. (NATO foreign countries.)

(1) Submit requests for a new INC and a New Concept FIIG to DLSC with all supporting technical documentation.

(2) DLSC will send the FIIG to the appropriate IMM for review. The IMM approves or disapproves the FIIG for U.S. use, annotates changes, and returns the FIIG to DLSC for processing. If disapproved, DLSC will return the FIIG to the appropriate NATO country with comments submitted from the IMM.

(3) DLSC will process FIIGs approved for U.S. use like all other FIIGs.

(4) DLSC will publish FIIGs not adopted for U.S. use but not include in the U.S. mechanized system. MRCs assigned are visible in the MRD. DLSC will include the INC in the H2/H6 publications as "All Except USA" (AEUSA).

(5) The IMM determines characteristics requirements for the U.S. DLSC will continue to support NATO foreign country requirements. FIIG requirements developed by NATO/

foreign countries become AEUSA if not adopted by the U.S. DLSC will resolve duplicate requirements and incorrect FIIGs.

(6) DLSC will process reports of FIIG deficiencies and requests for changes to New Concept FIIGs same as those for any other FIIGs. NATO/foreign countries will *collaborate maintenance requests with all countries (per ACodP-P1) and send them to DLSC-SCB.*

(7) The U.S. will not initiate a New Concept FIIG for AEUSA names. DLSC will publish country-requested FIIGs for AEUSA names when there is no U.S. interest. The U.S. mechanized system will not allow processing of items covered by the AEUSA name. If there is duplication or overlap of existing names, DLSC will return with recommendations. Resubmit with justification for reconsideration.

(8) There will be no conversion of New Concept FIIG numbers to INCs. The assigned numbers are permanent.

(9) DLSC will not reject NATO/foreign country requests for assignment of AEUSA names to FIIG A239. DLSC may however, recommend another existing FIIG in lieu of FIIG A239, when appropriate.

(10) The responsible IMM will consider requested addition of AEUSA names to the New Concept FIIG when appropriate. See 3.3.4f.(7).

h. Formatting

(1) General Format Instructions.

(a) Prepare data on 8 1/2x11 inch plain computer paper.

(b) Use plain typing in all FIIG preparation. Use bold and italic for new and revised information.

(c) A capitalized title (including FIIG number) will appear centered, at the top of each page of section, appendix, and index of the FIIG.

(d) Number the FIIG pages sequentially. The General Information Section will start with Arabic numeral one, except for New Concept FIIGs which contain no General Information Section. In Appendix B, DLSC will assign reference drawing numbers which will appear on even numbered point pages (e.g., MRCs on page 108 and the drawings on pages 108.1, 108.2, and the like).

(e) Underline columnar titles.

(2) Cover Page. The FIIG cover will display the following information:

(a) An identifying FIIG number and publishing date shall appear in the upper-right corner.

(b) DLSC will assign only New Concept FIIGs which begin with A500.

(c) Title the document: "FEDERAL ITEM IDENTIFICATION GUIDE," centered, beneath which will appear the title of the commodity area it represents. For New Concept FIIGs, the INC may also appear.

(d) Note the name and address of DLSC as the activity responsible for publication. The New Concept FIIGs will also contain the name, address, and telephone number of the IMM.

(3) General Information. This section of the FIIG introduces and describes the contents. For New Concept FIIGs, see Appendix 3-3-B and 3-3-C. It also provides general and special instructions and technical changes as required. DLSC is responsible for developing the standard General Information section. The responsible activity may add partinent information.

(a) Format Instructions:

(1) Number paragraphs and separate by two line spaces.

(2) Paragraph titles will be concise and underlined. Capitalize the first letter of each major word.

(3) Indent subparagraphs and number or letter in accordance with general letter format.

(b) Structure. The Standard General Information section will describe the following topics in sequence:

Purpose and Scope
Contents (Lists contents of FIIG)
Index of Approved Item Names (New Concept FIIGs do not contain this unless FIIG contains more than one Item Name.)
Applicability Key Index (New Concept FIIGs do not contain this)
Section I - Item Characteristics Data Requirements
Appendix A - Reply Tables (as applicable for New Concept FIIGs)
Appendix B - Reference Drawings (as applicable)
Appendix C - Technical Data Tables (as applicable)
Administrative Data - Provides instructions for input of Administrative MRC CLQL (see Appendix 3-3-C for New Concept FIIGs)
Special Instructions - Provides special instructions such as input for measurements (see Appendix 3-3-C for New Concept FIIGs)
Special Notes - Contains any special notes pertinent to FIIG
Maintenance - Identifies preparing activity and instructions for requesting changes (New Concept FIIGs do not contain this)

(4) Index of Data Requirements. The FIIG initiating activity prepares this index. Arranged in alphabetic sequence by MRC, cross referenced to the applicable data requirements code and page number. New Concept FIIGs do not contain this information.

(5) Index of Approved Item Names (AINs). This index provides the user with the item names, their definitions, INCs, and Applicability Keys covered by the FIIG. Do not reference any AIN to more than one FIIG. New Concept FIIGs may contain this index if more than one name applies.

(a) Content. The index will contain the AINs with definitions and INCs as they appear in the Federal Item Name Directory for Supply Cataloging, Cataloging Handbook H6, which is applicable to the FIIG. Each item name will have an Applicability Key recorded to indicate the applicability of each requirement to that item name. Assign same Applicability Key to AINs referencing the same requirements MRCs. New Concept FIIGs do not contain an Applicability Key.

(b) Format. Display information in a columnar fashion.

(1) The first column, titled "Approved Item Name," will list the AINs with their definitions in alphabetic sequence.

(2) The second column, titled "INC" will list the five-position INC matched to each AIN entry.

(3) The third column, titled "App Key," will list the alphabetic Applicability Key for each AIN. New Concept FIIGs will not contain the App Key column.

(6) Applicability Key Index. This index provides the user with a reference table with MRC requirements for each Applicability Key. New Concept FIIGs do not contain this index.

(a) Content. The index will include all MRCs, the page numbers on which they appear, all Applicability Keys, and notations indicating "required" or "as required" conditions.

(b) Format. Arrange the index in columns.

(1) The first column, titled "MRC" will list all MRCs in the same order as they appear in the FIIG.

(2) The second column, titled "Page No.," will identify the page on which each MRC appears.

(3) The third column, titled "Applicability Key," will list every Applicability Key. These will list designators for each MRC.

(a) "X" indicates that the MRC is mandatory.

(b) "AR" indicates that the MRC is optional, dependent upon another MRC, or is dependent upon a note.

(c) A blank space indicates that the MRC does not apply to the specified Applicability Key.

(7) Section I - Item Characteristics Data Requirements. Section I is the main body of the FIIG. By answering requirements in this section, the user builds a formatted, machineable description for an item of supply. Use the required information accumulated in this description to differentiate items for NSN assignment for other logistic functions. The development of requirements shall conform to procedures given in the MILSTICCS Procedures Manual, DLAM 4140.6, Aug 1970.

(a) Content. Section I contains requirement statements and definitions with appropriate instruc-
tions and replies needed to properly identify items within the commodity area of the FIIG.

(1) Requirements. Establish a requirement in such a manner that resulting replies will be brief, fully describe the physical and performance characteristics defined, and are not subject to arbitrary interpretation. It consists of a Master Requirement Code (MRC), a title, and a definition. Provide reply instructions to mandate the format for answers to the requirement. New Concept FIIGs must use only reply table MA01 for material MRCs and SF01 for surface treatment MRCs. Do not use MRCs in the MRD which have "/D/" recorded. The mechanized system does not allow these MRCs.

(a) Single Characteristic per Requirement. Each requirement shall reflect only one characteristic. For example, key actual size to tolerance range to provide "size" which is the characteristic stated as the FIIG requirement. A requirement such as Quantity and Size of Mounting Holes, however, is not acceptable. These involve two characteristics and two variables. Code as one reply a requirement for two variables to describe a single characteristic. For example, express the characteristics electrical resistance by selection of the reply code for megohms followed by the variable value. Express an electrical resistance value of 1,000,000 ohms as M1.0 in which "M" represents megohms and "1.0" represents the value of megohms.

(b) Single Requirement for Characteristics. Do not include the same characteristics or variables in more than one requirement. This does not preclude use of the characteristic or variable in more than one table referring to different requirements. For example, "size" may be the key element in various dimensional tables in Appendices, though as a specific requirement in Section I it can appear only once. A requirement must not appear more than once, even if expressed in a different fashion.

(c) Do not include requirements estimated to be applicable to less than one percent of total item coverage (or 100 items, whichever is smaller). Considered these for a reply using a features MRC (FEAT or CBBL, as applicable): MRC CBBL is preferred.

(d) The requirement name should be short and concise, immediately identifying and describing the characteristic of the item. The following guidelines shall apply to development of requirement names.

(1.) The requirement name shall not contain punctuation marks.

(2.) Singular word forms are preferred over plural word forms.

(3.) Do not use words such as "designator", "indicator", "symbol", or "code", unless required by technical content.

(4.) Use existing requirement statements in the Master Requirements Directory (MRD), however, if they are not consistent with these guidelines, consider the intent of the MRD statement and use as a model for a new requirement statement that does comply with these guidelines under a new MRC.

(5.) The FIIG or item names covered by the FIIG shall not appear in requirement names.

(6.) A specific unit of measurement may appear in the requirement name only when such measurement is never acceptable in differing form or multiple. (For example, "ARC in Degrees" may be acceptable, whereas "Length in Inches" is never acceptable.) Use Mode Code B or F when the unit of measurement appears in the requirement name.

(7.) When a newly standardized term for rating or measuring is used, the previous term in parentheses shall follow the new term, e.g., CELSIUS (centigrade): HERTZ (cycles per second). The citation shall also be made at least the first time the new term is used in the requirement instruction.

(e) Requirement definitions shall be as general as possible but adequately enough to describe the characteristic.

(f) Reply instructions form a very important part of a requirement and shall include the following, as applicable:

(1.) Specify conversions from fractions to decimal format.

(2.) Provisions for replies to requirements in the terms as recorded on the source document, such as inches and millimeters, and state whether values are nominal or minimum and maximum.

(3.) The type of reply, including reference to location of reply tables.

(4.) Sample (typical) replies to demonstrate the structure of an expected reply. Place the typical replies in a parenthetical expression with the abbreviation "e.g.," followed by a comma introducing one or more properly structured replies. Show an asterisk (*) completing each typical reply. Examples of scalar replies shall reflect both U.S. Customary and metric scales. (e.g., ABHPJAA0.050*; ABHPJAB0.045$$JAC0.055*; ABHPJLA45.8*)

(5.) Reference to drawings and legend letters.

(6.) Relationships of the requirement to other requirements.

(7.) Priority of replies.

(8.) Secondary address coding instructions.

(9.) Use of symbols.

(g) Any note(s) applicable to a requirement(s) or subrequirement(s) shall be in capital letters and shall immediately precede the requirement or first subrequirement. The format will be NOTE FOR MRC(S) XXXX:, followed by the appropriate information. Insert the statement "(see note above)" directly above the MRC involved. For New Concept FIIGs , the statement "(see note above)" does not apply. The notes stand alone for each MRC in New Concept FIIGs.

(2) FIIG Requirements/Reply Structure Concept. Structure replies to requirements in either coded or clear text language or a combination of the two (as specified) in accordance with the principles of MILSTICCS.

(a) Coded Replies. Qualitative replies which can be predicted shall be included in a table from which a selection can be made readily by the user of the FIIG. The tables of replies shall be coded using the following rules:

(1.) Reply codes shall be as short as possible and still provide sufficient code lengths to cover the quantity of known replies or predicted replies in a table. In development of a MRC reply table, establish a single character as a reply code when expected reply codes are ten or fewer. When the possibility of replies exceeds ten, use two or more characters for each code.

(2.) Reply codes shall be mnemonic whenever possible. (e.g., the replies LEFT and RIGHT are always code L and R respectively.)

(3.) Reply codes will be all alphabetic or controlled alphanumeric within a given table.

(b) Scalar Replies. Requirements for dimensional or other scale-type replies which can be stated in terms of both U.S. and International scales shall be established and coded tables used to identify the appropriate scale, applying Mode Code J. When two or more units in a decimal scale may be cited, such as ohms, kilohms, and megohms, the reply code shall be similarly given to identify the appropriate units.

(1.) When the International System of Units (SI or metric) scale identifies the value in a reply, indicate the unit or units most appropriate to the commodity in the requirement instructions and establish in the reply table under the following codes:

P -- pico -- (e.g., picofarad)
U -- micro -- (e.g., microfarad)
L -- milli -- (e.g., millimeter, milligram)
C -- centi -- (e.g., centimeter, centiliter)
D -- deci -- (e.g., decigram)
Q -- the unit -- (e.g., meter, ohm, gram)
T -- deca or deka -- (e.g., decagram, decameter)
H -- hecto -- (e.g., hectometer, hectogram)
K -- kilo -- (e.g., kilometer, kilogram)
M -- mega -- (e.g., megohm, megahertz)
G -- giga -- (e.g., gigohm, gigahertz)

(2.) Sequence the measurement scale table specified above in accordance with the requirement title when used in conjunction with a dimensional requirement. The first table in a requirement such as "type and measurement", for example, would be for types while the second table would indicate measurement scales.

(3.) Do not use fractions and/or number-type replies (e.g., 1/4, No. 10) for input unless specifically authorized by the FIIG. FIIGs devel-

oped for commodity areas where replies of this nature are applicable contain tables of acceptable replies in the appropriate section or appendix.

(c) Use of "Any Acceptable." Characterize items by the broadest tolerance acceptable, unless otherwise indicated in the FIIG. Do not use the reply "any acceptable" unless specifically authorized by the FIIG requirement instructions. DLSC requires full justification for its use.

(d) New Concept FIIGs do not use MRCs with yes or no type table responses such as "provided" or "not provided". Use MRC CBBL, FEATURES PROVIDED. "Any Acceptable" replies are not authorized for these FIIGs.

(3) The FIIG reflects requirement applicability of all requirements to each AIN by the use or absence of an Applicability Key.

(a) Identify a major requirement by the Applicability Key to an AIN when it addresses a characteristic normally associated with such items. New Concept FIIGs do not contain Applicability Keys.

(b) The absence of a key in the applicability column indicates a subordinate requirement representing an "as-required" condition for the characteristic. The preceding major requirement is the governing requirement for the as-required condition. New Concept FIIGs do not contain subordinate requirements.

(c) Dashes in the applicability column indicate a lead-in requirement, requiring no reply. Requirement instructions provide guidance as to what action is necessary to satisfy the lead-in requirement. A lead-in requirement is one such as MOUNTING DIMENSIONS. Appendix B of the FIIG contains the applicable requirements.

(d) Applicability Keys appear above each major requirement. "ALL"*(without an asterisk)* indicates that you must answer the requirement for all items covered by the FIIG. A specific letter(s) indicates that you must satisfy the requirement only for the specific item name(s) assigned to that Applicability Key. An asterisk following the applicability key indicates the requirement may not be applicable to all items covered by the Applicability Key and mean "as required."

(b) Format. Organize Section I within a standard columnar format as explained below. Refer to the FIIG example provided in Appendix 3-3-A. Refer to Appendix 3-3-B for New Concept FIIG examples.

(1) Head each page by four capitalized column titles separated from the text by a dividing line. New Concept FIIGs contain three capitalized column titles.

(2) Title the first page of Section I "SECTION I, ITEM CHARACTERISTICS DATA REQUIREMENTS." Title New Concept FIIGs "SECTION I".

(3) The first column, titled: "APPL KEY," will contain the Applicability Key indicator(s) for each requirement. New Concept FIIGs do not contain this column.

(4) The second column, titled: "MRC," will list the four-position Master Requirement Code that corresponds to each requirement. This is the first column in new concept FIIGs.

(5) The third column, titled: "MODE CODE" will identify the one-position, alphabetic Mode Code assigned to each MRC. This is the second column in New Concept FIIGs.

(6) The fourth column, titled:

"REQUIREMENTS" will contain the requirement titles, definitions, reply instructions, reply tables, notes, and special instructions. The first MRC requirement in Section I is always the MRC NAME, ITEM NAME, followed in sequence (insofar as possible) by requirements common to all item names covered by the FIIG, requirements specific to particular item names, other requirements necessary for identification, the standard data requirements, and then, after MRC ELCD (Extra Long Characteristics Description), those requirements needed to support logistics functions other than NSN assignment. This is the third column in New Concept FIIGs.

(8) Section II - Data Range Criteria. Section II will be deleted from all FIIGs, This will occur at *reprint* time of each individual FIIG.

(9) Do not include Section III (Supplemantary Technical and Supply Management Data) in new FIIGs. Include all requirements needed to support logistics functions other than NSN Assignment in Section I of the FIIG following MRC ELCD. DLSC will identify these MRCs on Segment M output with the Roman numeral III. Fully coordinated (tan covered) and New Concept FIIGs do not contain Section III. Include these MRCs in Section I before MRC FEAT.

(10) Appendix A - Reply Tables.

(a) Content. This appendix consists of reply tables and tables of Identified Secondary Address Codes (ISACs) organized for reference by Section I requirements. Include tables based upon the following criteria:

(1) Tables of ten or more replies or ISACs. Tables of 25 or more replies for New Concept FIIGs.

(2) Tables of more than five replies or ISACs, when referenced by more than one requirement.

(b) Format.

(1) Title the first page "INDEX TO APPENDIX A " and list all the tables in sequence. Number each table and label as *Table* 1, Table 2, etc. The first column of the index lists the table number, followed by a dash and the capitalized title. The second column titled "Page No" gives page numbers that apply to each table.

(2) Arrange the body of Appendix A in table sequence, each identified by a capitalized title and a table number. Head ISAC tables with a list of all applicable MRCs. Reply tables shall note in parentheses, after the table number, the four-position code assigned to each reply table in the MRD. Tables generally consist of two columns:

(a) The first column, titled "REPLY CODE " lists the reply codes or ISACs. Capitalize alpha-codes/alphanumeric codes.

(b) The second column, titled "REPLY" lists the replies (capitalized) in alphabetic or other logical sequence.

(11) Appendix B - Reference Drawing Groups. This appendix displays drawings of item configurations with dimensional requirements necessary to describe basic item features.

(a) Content. Appendix B contains drawings, dimensional requirements, and instructions as required.

(1) Drawings which appear in Appendix B will be isometric, if at all possible. This will be at the discretion of the initiating activity.

(2) DLSC will accept sketches, drawings, illustrations, or photographs and prepare in final form.

(3) Avoid use of legend letters on drawings. Use legend letters only in the reference drawings of those FIIGs where it is impossible or impractical to reflect the specific MRCs for the dimensional/physical characteristics requirements. Submit a full justification for their use. DLSC will attempt to change these at reprint time.

(4) Locate reference drawings in Section I of the FIIG if they appear on four or less pages and are only referenced by one MRC. Related dimensional requirements will follow the drawings. However, if any one drawing group does not meet this criteria and has to appear in Appendix B, then locate all drawings for the FIIG in Appendix B.

(5) The FIIG initiator will assign a pseudo style number to new styles added to a FIIG. Pseudo numbers will begin with A and ascend alphabetically. They should be consistent with the character *length* of the rest of the assigned style numbers (e.g., Styles A, B, C or AA, AB, AC, etc.). DLSC will assign the authorized style number upon receipt of the drawing. Provide unique style titles for the new styles when assigned a Mode Code L. The style titles will not utilize the AIN or any portion thereof in their construction.

(b) Format.

(1) Title the first page "INDEX TO APPENDIX B" and arranged in columns. The first column titled "Reference Drawing" lists the Reference Drawing Groups/Sections identified by letter designations and titles. The second column titled "Page No" lists page numbers that apply to each group.

(2) Precede each Reference Drawing Group that includes MRCs by a page(s) titled "INDEX OF MASTER REQUIREMENT CODES" beneath which provide the group title (such as PERIPHERAL SHAPES). This index includes notes, reply instructions, reply tables and all the requirements applicable to that Reference Drawing Group. Organize the requirements in column as follows:

(a) Title the first column "MRC."

(b) The second column, titled "Mode Code" lists the applicable Mode Code for each MRC. DLSC will group MRCs by Mode Code.

(c) The third column titled "Name of Dimension" gives the requirement title.

(3) Label pages of drawings with the applicable group/section designation and title and enclosed by a printed border margin. Give each drawing an identifying style number.

(12) Appendix C - Technical Data Tables.

(a) Content. Reserve this appendix for reference data, conversion charts and other useful information or table not expressed elsewhere in the FIIG.

(b) Format.

(1) Title the first page "INDEX TO APPENDIX C," and list all the tables in sequence. Number each table and label as: Table 1, Table 2, etc. The first column of the index lists the table number, followed by a dash and the capitalized title. The second column, titled "Page No.," gives page numbers that apply to each table.

(2) Arrange the data in columns, tables, or

other suitable format that will be readily understandable to the user. Label each table with a title and table number.

(3) See Appendix 3-3-B for Appendix C standard tables. New Concept FIIGs may contain Appendix C.

3.3.5 FIIG Page Change. DLSC will review each page change that effects the technical content of the FLIS data base. DLSC will determine if the Mass Change Program or Database Discipline is required. The following criteria and procedures apply:

a. Mass Change

(1) The changes must be simple and clear cut.

(2) DLSC requires approximately two weeks to process the mass change.

(3) DLSC will lock out the FIIG for the period of time necessary to process the mass change.

(4) DLSC will send notification to Services/Agencies two weeks before lock out.

(5) DLSC will notify Services/Agencies when *the lock out is over.*

(6) DLSC will mail implementation rejects to the Services/Agencies and forward any error conditions to the item manager for manual correction.

b. Data Base Discipline. Items that require manual correction will be identified and mailed to the Services/Agencies.

FIIG SAMPLE
INC 00000
APPENDIX C

Table 12
DEFINITION AND CLARIFICATION OF TERMS

MATERIAL: The input for MRC MATT will be the name of the basic material and the chemical analysis designator when applicable.

CHEMICAL ANALYSIS DESIGNATOR: The assigned designation that represents and indicates the percentage or proportions of the various elements within a material.

MATERIAL DOCUMENT: The specification and/or standard that restricts the percentage or proportions of the various elements within a material.

PHYSICAL PRIORITIES: The various physical conditions of a material/surface treatment such as a class, temper, and etc.

SURFACE TREATMENT: The input for MRC SFTT will be the name of the protective coating and the compound designator when applicable.

COMPOUND DESIGNATION: The assigned designation that represents and indicates the percentage or proportions of various elements within a surface treatment.

DATA CHAIN: A data chain representing an encoded data characteristic in a characteristic description of an item. It consists of the Master Requirement Code, Mode Code and the reply field in coded and/or clear text as designated by the mode code. It may include the Secondary Address Code and the Secondary Address Code Indicator when there is more than one reply within a Master Requirement Code, and may include either of the AND/OR symbols.

Detailed Recording Instructions

A.   An item fabricated from a single material and/or protected by a single surface treatment.

      STEEL, QQ-S-634, COMP 1020, COND CD
      CADMIUM, QQ-P-416, TYPE 1, CLASS 2.

      MATT2AADST1020*
      MDCL2AAJBAQQ-S-634, COND CD*
      SFTT2AADCD0000*
      STDC2AAJBAQQ-P-416, TYPE 1, CLASS 2.

B.   An item fabricated from multiple materials and/or protected by multiple surface treatments.

      ALUMINUM ALLOY, QQ-A-250/5, ALLOY 2024, TEMPER 4 and

APPENDIX 3-3-B
SAMPLE OF NEW CONCEPT FIIG

<div align="center">

FIIG SAMPLE
INC 00000
APPENDIX C

Table 12
</div>

STEEL, QQ-S-634, COMP 1020, COND CD.
ANODIZED, MIL-A-8625, TYPE 1, CLASS 1 and
CADMIUM, QQ-P-416, TYPE 1, CLASS 2.

MATT2AADAL2024$$DST1020*
MDCL2AAJBBQQ-A-250/5,T4$$JBCQQ-S-634, COND CD*
SFTT2AADAN0000$$DCD0000*
STDC2AAJDBMIL-A-8625, TYPE 1, CLASS 1$$JBCQQ-P-416,
TYPE 1, CLASS 2*

C. An item fabricated from optional materials and/or protected by optional surface treatments.

ALUMINUM ALLOY, QQ-A-250/5, ALLOY 2024, TEMPER 4 or
STEEL, QQ-S-634, COMP 1020, COND CD and
ANODIZED, MIL-A-8625, TYPE 1, CLASS 1 or
CADMIUM, QQ-P-416, TYPE 1, CLASS 2

MATT2AADAL2024$DST1020*
MDCL2AAJDDQQ-S-250/5, T4$JBCQQ-S-634, COND CD*
SFTT2AADAN0000$DCD0000*
STDC2AAJDBMIL-A-8625, TYPE 1, CLASS 1$JBCQQ-P-416,
TYPE 1, CLASS 2*.

D. An item fabricated from optional - multiple materials and/or protected by optional - multiple surface treatments.

ALUMINUM ALLOY, QQ-A-250/5, ALLOY 2024, T4 and
STEEL, QQ-S-634,COMP 1020, COND CD or
ALUMINUM ALLOY, QQ-A-250/5, ALLOY 2024, T4 and
STEEL, QQ-S-634, COMP 1040, COND ACD and
ANODIZED, MIL-A-8625, TYPE 1, CLASS 1 and
CADMIUM, QQ-P-416, TYPE 1, CLASS 2 or
ANODIZED, MIL-A-8625, TYPE 1, CLASS 2 and
CADMIUM, QQ-P-416, TYPE 1, CLASS 1.

MATT2AADAL2024$$DST1020$DAL2024$$ST1040*
MDCL2AAJBBQQ-A-250/5,T4$$JBCQQ-S-634, COND CD$JBDQQ-A-250/5,
T4$$JBEQQ-S-634, COND ACD*

SFTT2AADAN0000$$DCD0000$DAN0000$$DCD0000*

**FIIG SAMPLE
INC 00000
APPENDIX C**

Table 12
STDC2AAJDBMIL-A-8625, TYPE 1, CLASS 1$$JBCQQ-P-416, TYPE 1,
CLASS 2$JDDMIL-A-8625, TYPE 1, CLASS 2$$JBEQQ-P-416, TYPE 1,
CLASS 1*

E. An item fabricated from material that reflects and manufacturers reference.

(1) ALUMINUM ALLOY, 415136-2125, ALLOY 5052-H32, Texas Instruments, Inc.

MATT2AADAL5052*
MDCL2AAJFA415136-2125, H32, CAGE Code 14859*

(2) ALUMINUM ALLOY, 521-0194-004, North American Rockwell Corp.

MATT2AADAL0000*
MDCL2AAJFA521-0194-004, CAGE Code 88750*

In the first example E. (1) above, the chemical analysis designator is noted specification/standard, drawing, chemical designator or a combination of all. Therefore, if the chemical analysis designator can not be clearly recognized these numbers will not be entered in MRC MATT, but may be input to MRC MDCL. If only MRCs MATT and SFTT are replied to then it will be considered to be as NOT OTHERWISE SPECIFIED. If both MRC combinations MATT-MDCL and SFTT-STDC are replied to, it is to be considered as NOT OTHERWISE SPECIFIED, as a chemical analysis designator is not readily identifiable, although the data in MRCs MDCL and STDC may restrict the percentage or proportions of the various elements.

F. Many material compositions can be assigned the same chemical analysis designator, but be recognized by various names. Therefore, the following material names will no longer be used for valid material replies:

APPENDIX 3-3-B
SAMPLE OF NEW CONCEPT FIIG

FIIG SAMPLE
INC 00000
APPENDIX C

Table 12

ALUMINUM BRONZE	If no chemical analysis designator
BERYLLIUM COPPER	cited use COPPER ALLOY. If a
BRASS	designator is cited use COPPER ALLOY
BRONZE	with applicable designator.
MANGANESE BRONZE	USE COPPER, ALLOY.
NICKEL SILVER	
PHOSPHER BRONZE	
NYLON	Use PLASTIC, POLYMIDE
POLYMIDE NYLON	
CRES	If no chemical analysis designator
STEEL, STAINLESS	cited use STEEL. If a designator is
STAINLESS STEEL	cited use STEEL with applicable designator.
CLOTH	Use the specific material of which
FABRIC	this type of reply is fabricated from.
FELT	
FIBER	

When a material such as ALUMINUM-COPPER (NOS) the use of AND ($$) will be necessary to record the reply, ALUMINUM AND COPPER. If a specification/standard restricts the percentage or proportions to equal amounts, the dual input to MRC MATT must be utilized. This also will be used for surface treatment.

RUBBER: There are only two replies for RUBBER, NATURAL/SYNTHETIC, as the designations that are being used, cite physical conditions of the material, not the chemical analysis designations. If the data reflected by these designations is required for NSN assignment, requirements must be added to Section I for the data input. If this data is not required for NSN assignment, input the designations to MRC MDCL.

(Explanation of Designations)

TYPE: Environmental Protection   CLASS: Natural/Synthetic

GRADE 410:   First Digit - Shore A Durometer Hardness Range
                    Second and Third Digit - Minimum Tensile Strength

SUFFIXES: Indicates additional requirements for that particular grade.

Identified Secondary Address Coding

APPENDIX 3-3-D
COORDINATION ADDRESSES
NEW CONCEPT FIIGS

1. Commander
   Defense Electronics Supply Center
   ATTN: DESC-*ELVC*
   Dayton, OH 4544-5215

2. General Services Administration
   Federal Supply Service
   Logistics Data Management Division
   ATTN: FCRL - A
   Washington, D.C. 20406

3. Commanding Officer
   Navy Fleet Material Support Office
   P.O. Box 2010
   ATTN: Code 9143
   Mechanicsburg, PA 17055-0787

4. Commander
   Defense Industrial Supply Center
   ATTN: DISC-SL
   Philadelphia, PA 19111-5096

5. Commander
   USAMC Catalog Data Activity
   ATTN: AMXCA-PC
   New Cumberland Army Depot
   New Cumberland, PA 17070-5010
   amxcapc@ncad-emh12.army.mil

6. Commander
   HQ Cataloging and Standardization Center
   (CASC)
   FM
   74 N. Washington
   Battle Creek, MI 49017-3094

7. Commandant
   U.S. Coast Guard Headquarters
   ATTN: David M. Taffet
   2100 2nd Street, S.W.
   Washington, D.C. 20593

APPENDIX 3-3-D
NEW CONCEPT FIIGs

8. Commander
    Defense Construction Supply Center
    ATTN: DCSC-VLF
    P.O. Box 3990
    Columbus, OH 43216-5000
    hallows@dcsc.dla.mil

9. Commander
    Defense General Supply Center
    ATTN: DGSC-*VCB(FIIG)*
    8000 Jefferson Davis Highway
    Richmond, VA 23297-5640

10. Commander
    Defense Logistics Services Center
    Characteristics Data Management Division
    ATTN: DLSC-SCB
    Federal Center
    74 N. Washington
    Battle Creek, MI 49017-3084

11. Commander
    Defense Logistics Services Center
    International Codification Division
    ATTN: DLSC-SD
    Federal Center
    74 N. Washington
    Battle Creek, MI 49017-3084

CHAPTER 4
THE FEDERAL SUPPLY CLASSIFICATION SYSTEM

3.4.1 Purpose. This chapter will describe the structure and organization of the Federal Supply Classification System and the procedures for its modification.

3.4.2 Use. The Federal Supply Classification System is sufficiently comprehensive to permit the classification of all items used by participating activities. A Federal Supply Class (FSC) is selected for every item of supply and forms the first four digits of the National Stock Number (NSN). This system, with its structure of groups and classes, represents those groupings and relationships which are based on current as well as anticipated management needs. As these needs change, the structure is modified by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions for classes.

3.4.3 Structure. The Federal Supply Classification System is composed of commodity classes organized within broad groups. The system permits a total of 99 Federal Supply Groups (FSGs), each of which may be subdivided in 99 Federal Supply Classes (FSCs). The classes within any group are considered to be closely related. Each class covers a relatively homogenous area of commodities with respect to their physical or performance characteristics, their relationship to a next higher assembly, or because they are usually procured or issued together.

a. Code Numbering system. Each class of items is assigned a four digit code. The first two digits represent the FSG and the last two digits specify the class within each group.

b. Expansion of the present number of groups and classes has been provided for by the gaps in sequence left between the code numbers assigned to groups and within groups to adjacent classes. Such expansions may be required by technological advances or by the need for other desirable additions and changes.

c. Whether a class includes the phrase "and components" as part of the class title or not, assemblies, subassemblies, and component parts specially designed for items in the class will be included only where no class exists within the FSC structure for that type of component.

Example 1. FSCs 4810 and 4820 are established for powered and nonpowered valves. Valves of the same type as established in Federal Supply Group 48 will be classified within these classes regardless of a "NOTE" including component parts in the next higher assembly class.

Example 2. Group 25 Vehicular Equipment Components was established for items which otherwise might have been classified in Group 23, Ground Effect Vehicles, Trailer and Cycles and Group 24, Tractors.

d. Condition Codes. A single digit indicating the type of FSC classification for an item in the Numeric Index of the Cataloging Handbook H2-2 and the Alphabetic and Numeric Indexes of the Cataloging Handbook H6.

(1) Condition Code (1). The Approved Item Name (AIN) which may be classified in one and only one specific class of the FSC structure.

(2) Condition Code (2). The AIN which may be classified in two or more specific classes of the FSC structure, as specifically indicated.

(3) Condition Code (3). Not authorized for use.

e. Explanation of Condition Code (2). The Condition Code is included with the AINs in the Cataloging Handbooks H2-2 and H6. Those AINs with Condition Code 2 specifically are entered in the Cataloging Handbook H6 with the FSC and the class modifier which applies. Example of proper application of condition codes are as follows:

Example 1. The AIN "TAPE, SOUND, RE-CORDING" is classified only in Federal Supply Classes 5835 and 7450. The two specific H6 entries for this AIN both include Condition Code (2) following the class modifiers ("except office type" for FSC 5835, and "office type" for FSC 7450). However, the mandatory classification for each category of sound-recording tape is indicated in the "Class" column on the right-hand side of that particular entry in the Handbook. That is, office-type recording tape is classified in FSC 7450, and all other types (applications) are classified without exception on FSC 5835.

Example 2. The AINs "CIRCUIT BREAKER" and "CIRCUIT BREAKER SUBAS-SEMBLY" are properly assigned to two different classes based on the voltage and type of current of the item being classified. This is indicated in the H-6 by a series of four entries derived from each AIN, such as "Circuit breakers, above 250 volts DC(2)---6110" and "Circuit breaker subassemblies, 250 volts DC and below (2)---5925". Condition Code (2) does not imply that a given item with the voltage and current shown can be classified in two classes. The modifying phrase in each case governs the classification and restricts the item of supply to one specific class.

f. Classification of Parts Where a Specific Class Exists. Where a specific class of the FSC is applicable to a particular part, that part shall be classified in the specific class and not with its next higher assembly. The FSC may indicate by an exclusion note that the "specially designed" item be classified with the equipment for which it is specially designed, and not be classified therein.

g. Classification of Parts Where No Specific Class Exists. Where no specific class of the FSC is applicable to a particular part, that part shall be classified with the most logical class.

h. Auxiliary Subdivisions of Federal Supply Classification Classes. Where greater commodity classification detail is required by a participating service or activity than is provided for in the basic 4-digit FSC structure, auxiliary subdivisions of classes (commonly referred to as "Auxiliary Classifications;" or "Subclasses") may become necessary. These auxiliary subdivisions of classes may be developed by the participants for their own use. If a universal requirement is found to exist for a particular auxiliary subdivision, consideration will be given to the establishment of additional FSC classes corresponding to the auxiliary subdivision. When used in conjunction with the National Stock Number (NSN), any auxiliary subdivision of a class found necessary by a participant shall be signified by augmentation of the NSN and not by change to the 4-digit FSC class code number. In no event shall any of the 13 digits of the NSN be changed or digits or other symbols be inserted within the 13-digit structure.

i. Classification of Sets, Kits, and Outfits. The following rules shall govern the classification of Sets, Kits, and Outfits:

(1) Sets, Kits, and Outfits consisting of variations (such as size or color) of an item shall be classified in the same class as the individual items.

(2) Sets, Kits, and Outfits consisting of several different items classifiable either in a single class or in several classes of the same group, or in classes of more than one group, shall be classified in the "Sets, Kits, and Outfits" class of the group which logically covers the application or functions purpose for which the set, kit, or outfit was assembled.

(3) If no "Sets, Kits, or Outfits" class is established in the appropriate group which covers the application or functional purpose of the set, kit, or outfit, then the set, kit or outfit shall be classified